

MANAGING GAP HOURS COMP ELIGIBILITY

INTRODUCTION

Following the establishment of the Gap Hours policy in 2009, agencies have the choice to provide compensatory time for Gap Hours for their Subject-FLSA employees instead of retaining the immediate pay behavior. Infotype 9017 – Gap Hours Comp Eligibility, a record on the Position, holds the setting that triggers the comp'ing of Gap Hours and how long the comp'ed hours will be held before paying out, if unused. HR Master Data Maintainers and OM Position Maintainers will be able to perform the steps of adding Gap Hours eligibility to a Position or ending the eligibility if necessary.

STEPS TO ADD GAP HOURS COMP ELIGIBILITY TO A POSITION

1. Start transaction **PO13**.

Maintain Position

Object manager scenario: SZENPP01

Position

Search Term

Structure Search

Plan version: Current plan

Position:

Abbr.:

Active | Planned | Submitted | Approved | Rejected

Infotype Name: E

Object

Relationships

Description

Department/Staff

Planned Compensation

Vacancy

Acct. Assignment Features

Authorities/Resources

Full Time Equivalent

Employee Group/Subgroup

Time period

Period

From: 10/05/2009 to: 12/31/9999

Today

All

From curr.date

To current date

Current week

Current month

Last week

Last month

Current Year

Select.

2. Enter a **position number** and press or click **Enter**.

Maintain Position

Object manager scenario: SZENPP01

Plan version: Current plan

Position: 60004826 Official Court Reporter

Abbr.: 112302350078

Active | Planned | Submitted | Approved | Rejected

Infotype Name	E
Object	✓
Relationships	✓
Description	
Department/Staff	
Planned Compensation	
Vacancy	✓
Acct. Assignment Features	✓
Authorities/Resources	
Full Time Equivalent	✓
Employee Group/Subgroup	✓

Time period

Period

From: 10/05/2009 to: 12/31/9999

☐ Today ☐ Current week

☐ All ☐ Current month

☐ From curr.date ☐ Last week

☐ To current date ☐ Last month

☐ Current Year

Select.

3. Scroll down in the list of infotypes until you find **Gap Hrs Comp Eligibility**.

Maintain Position

Object manager scenario: SZENPP01

Plan version: Current plan

Position: 60004826 Official Court Reporter

Abbr.: 112302350078

Active | Planned | Submitted | Approved | Rejected

Infotype Name	E
On-Call	
Callback	
Time Off Balancing	
Charge Object Assignment	
Extended Duty	
Gap Hrs Comp Eligibility	
Display Budget	✓
Reference Position Number	✓
SOC Code	✓
Position Types	✓

Time period

Period

From: 10/05/2009 to: 12/31/9999

☐ Today ☐ Current week

☐ All ☐ Current month

☐ From curr.date ☐ Last week

☐ To current date ☐ Last month

☐ Current Year

Select.

4. Select that row and click the **Create** button  on the menu bar.

Create Gap Hrs Comp Eligibility

Object manager scenario: SZENPP01

Position: 112302350078 Official Court Reporter

Planning Status: Active

Validity: 10/05/2009 to 12/31/9999 [Display change infor](#)

Gap Hrs Comp Eligibility 01 S 60004826 1

Gap Hrs Eligibility ☒ Comp Aging Limit 365 Days

5. Change the **Validity date** to the effective date of the comp'ing behavior for Gap hours. The **to** date can be left at the default value of 12/31/9999.

Create Gap Hrs Comp Eligibility

Object manager scenario: SZENPP01

Position: 112302350078 Official Court Reporter

Planning Status: Active

Validity: 10/05/2009 to 12/31/9999 [Display change infor](#)

Gap Hrs Comp Eligibility 01 S 60004826 1

Gap Hrs Eligibility ☒ Comp Aging Limit 365 Days

6. Change the **Comp Aging Limit value** from 365 to a lesser value, if appropriate.

Change Gap Hrs Comp Eligibility

Object manager scenario: SZENPP01

Position: 112302350078 Official Court Reporter

Planning Status: Active

Validity: 10/01/2009 to 12/31/9999 [Display change infor](#)

Gap Hrs Comp Eligibility 01 S 60004826 1

Gap Hrs Eligibility ☒ Comp Aging Limit 365 Days

Record 1 of 1

7. Click the **Save** button  to save the record.

STEPS TO END GAP HOURS COMP ELIGIBILITY FOR A POSITION

1. Start transaction **PO13**.

Maintain Position

Object manager scenario: SZENPP01

Position

Search Term

Structure Search

Plan version: Current plan

Position:

Abbr.:

Active | Planned | Submitted | Approved | Rejected

Infotype Name | E

Object

Relationships

Description

Department/Staff

Planned Compensation

Vacancy

Acct. Assignment Features

Authorities/Resources

Full Time Equivalent

Employee Group/Subgroup

Time period

Period

From: 10/05/2009 to: 12/31/9999

Today | Current week

All | Current month

From curr.date | Last week

To current date | Last month

Current Year

Select.

2. Enter a position number and press or click **Enter**.

Maintain Position

Object manager scenario: SZENPP01

Position

Search Term

Structure Search

Plan version: Current plan

Position: 60004826 Official Court Reporter

Abbr.: 112302350078

Active | Planned | Submitted | Approved | Rejected

Infotype Name | E

Object

Relationships

Description

Department/Staff

Planned Compensation

Vacancy

Acct. Assignment Features

Authorities/Resources

Full Time Equivalent

Employee Group/Subgroup

Time period

Period

From: 10/05/2009 to: 12/31/9999

Today | Current week

All | Current month

From curr.date | Last week

To current date | Last month

Current Year

Select.

3. Scroll down in the list of infotypes until you find **Gap Hrs Comp Eligibility**.

Maintain Position

Object manager scenario: SZENPP01

Plan version: Current plan

Position: 60004826 Official Court Reporter

Abbr.: 112302350078

Active | Planned | Submitted | Approved | Rejected

Infotype Name	E	Time period
On-Call		<input checked="" type="radio"/> Period
Callback		From 10/05/2009 to 12/31/9999
Time Off Balancing		<input type="radio"/> Today
Charge Object Assignment		<input type="radio"/> Current week
Extended Duty		<input type="radio"/> All
Gap Hrs Comp Eligibility	<input checked="" type="checkbox"/>	<input type="radio"/> Current month
Display Budget	<input checked="" type="checkbox"/>	<input type="radio"/> From curr.date
Reference Position Number	<input checked="" type="checkbox"/>	<input type="radio"/> Last week
SOC Code	<input checked="" type="checkbox"/>	<input type="radio"/> To current date
Position Types	<input checked="" type="checkbox"/>	<input type="radio"/> Last month
		<input type="radio"/> Current Year

Select.

4. Select that row and click the **All** radio button in the Time Period section.

Maintain Position

Object manager scenario: SZENPP01

Plan version: Current plan


Position: 60004826 Official Court Reporter

Abbr.: 112302350078

Active | Planned | Submitted | Approved | Rejected

Infotype Name	E	Time period
On-Call		<input type="radio"/> Period
Callback		From 10/05/2009 to 12/31/9999
Time Off Balancing		<input type="radio"/> Today
Charge Object Assignment		<input checked="" type="radio"/> All
Extended Duty		<input type="radio"/> Current week
Gap Hrs Comp Eligibility	<input checked="" type="checkbox"/>	<input type="radio"/> Current month
Display Budget	<input checked="" type="checkbox"/>	<input type="radio"/> From curr.date
Reference Position Number	<input checked="" type="checkbox"/>	<input type="radio"/> Last week
SOC Code	<input checked="" type="checkbox"/>	<input type="radio"/> To current date
Position Types	<input checked="" type="checkbox"/>	<input type="radio"/> Last month
		<input type="radio"/> Current Year

Select.

5. Click the **overview button**  to see all 9017 records for the position.

List display with change Gap Hrs Comp Eligibility

Object manager scenario: SZENPP01

Position: 112302350078 Official Court Reporter
 Planning Status: Active
 Gap Hrs Comp Eligibility 01 S 60004826 1

End Date	Start date	G	Gap
12/31/9999	10/01/2009	X	365

6. Select the row of the record you want to delimit (change the end date).


NOTE: Pay attention to the dates on each record listed. Select the record covering the period of time in which you want to end the comp'ing behavior.

List display with change Gap Hrs Comp Eligibility

Object manager scenario: SZENPP01



Position: 112302350078 Official Court Reporter
 Planning Status: Active
 Gap Hrs Comp Eligibility 01 S 60004826 1

End Date	Start date	G	Gap
12/31/9999	10/01/2009	X	365

7. Click the **change infotype** button  on the menu bar.

Change Gap Hrs Comp Eligibility

Object manager scenario: SZENPP01

Position: 112302350078 Official Court Reporter
 Planning Status: Active
 Validity: 10/01/2009 to 12/31/9999   Display change infor

Gap Hrs Comp Eligibility 01 S 60004826 1

Gap Hrs Eligibility ☒ Comp Aging Limit 365 Days

Record 1 of 1

8. Change the **to** date to the last date on which the comp'ing behavior should apply to Gap Hours.

Infotype Edit Goto View System Help

Change Gap Hrs Comp Eligibility

Object manager scenario: SZENPP01

Position 112302350078 Official Court Reporter


Planning Status Active

Validity 10/01/2009 to 06/30/2010 Display change infor

Gap Hrs Comp Eligibility 01 S 60004826 1

Gap Hrs Eligibility ☒ Comp Aging Limit 365 Days

Record 1 of 1

9. Click the **Save** button  to save the record. The infotype record will be delimited as of the new end date.